

DOE Quality Council
Conference Call Minutes - REVISED
October 16, 2008

Attendees:

Name	Org.	On Call
Members		
Colette Broussard	HS-20	√
Gary Staffo	EE	√
Kriss Grisham	EM	
Mark J. Matarrese	FE	√
Sonya Barnette	HS-1.2	√
Duli Agarwal	HS-20	√
Vijendra Kothari	LM	
Joy Mroz	LM	√
Laurie Morman	MA	
Sam Johnson	NA	√
John Ordaz	NA	
Thanhtan Van Ober	NA	√
Carl Sykes	NE	√
Michael Ulshafer	RW	
Matt Cole	SC	√
Caroline Polanish	BSO	√
Ava Holland	CBFO	
Robert L Blyth	ID	√
Anita B. Leivo	LASO	
Pat Carier	ORP	√
Al Hawkins	RL	√
William Rowland	SRO	√
Interested Parties		
Jeff Shoulta	KCSO	
Bud Danielson	CTA	
Don Nichols	NA	√
Craig Hansen	NA	
Anton Tran	NA	
Ed Schmidt	NA	
Eric Rozek	DNFSB Rep.	√
Andy Lawrence	HS-20	√
Andy Wallo	HS-20	

Subir Sen	HS-23	
Mary Haughey	HS-23	√
Lisa Treichel	HS-23	√
Tom Williams	NA	
Rick Du Bose	FE	
Bruce White	IM	√
Debra Sparkman	CTA	
Rosalie Brown	SC	
Sam Vega	ORP	
Chuck Lewis	HS-31	
George Detsis	HS-31	
Althea Vanzego	IM	
Lindsey Veas	FE	√
Nate Harvey	FE	√

Safety Share:

During a recent building evacuation exercise at FORS, a person trying to use the big red emergency call button (located near the stairwell door in the Area of Safe Refuge) to notify the Security Office, was struck by the door when personnel entered the stairwell to evacuate. When people who need assistance try to use the emergency call button, they may be hit by the door when people come through to evacuate. All Council members who are in the DOE HQ Forrestal Complex should evaluate their nearest exit(s) to see if this situation exists in their location.

Review and Approval of September 18, 2008 Minutes:

Kriss Grisham provided editorial changes to the September 18, 2008 minutes. The minutes were then approved with these revisions.

Conference Call Protocol:

Please note that you need not announce yourself when you cal in; wait til the roll is verbally taken. If the call has started and the roll call has already been taken, please send an email to Colette Broussard (Colette.broussard@hq.doe.gov) and Debbie Reece of PEC (dreece@pec1.net) of your participation in the call to ensure you will be recognized in the meeting minutes as being in attendance.

Charter:

General Comments

Kriss Grisham submitted a few changes to the Charter. As the Council reviewed and approved his suggested changes, it was suggested that to save time, the Council Chair handle all comments.

The Charter will be reviewed annually for changes and will be revised accordingly. The Council will vote on the proposed changes if they involve more than editorial. The revised Charter will be submitted to HS-1 for re-approval if changes are substantive.

The HS-23 website has an area for the Quality Council information. Currently, the QA website (currently on the HS-31 website) is being revised and moved to the HS-20 website. The link has been added to the Charter.

The Council voted that the Charter can go forward for approval.

Voting

The Council had a brief discussion about how many votes each Program Office will have when more than one person from a Program Office is on the Council. It was reiterated that each Program Office gets one vote, regardless of the number of members. In addition, the Field will get a vote separate from their respective HQ Office.

The voting procedure pertains to identifying possible items to work on and to determining what the deliverable will be. The voting procedures will also pertain to recommending potential policy changes. The field/sites may have a different perspective on recommending policy changes. To accommodate this potential disconnect, it was reminded that any policy changes will still need to go through the RevCom process.

The majority of items that will be voted on will be those products that will provide assistance to the complex.

Membership

NNSA stated that they have several sites who have expressed an interest in joining the Council. Any site that wishes to have a DOE staff member join the Council can do so by following the protocol in the Charter.

John Ordaz (NA) will be replaced by Tom Williams (NA) who is currently on the Interested Party list. Memo should be forth coming to state the change.

Mark Matarrese (FE) will be replaced by Rick DuBose (FE). Memo should be forth coming to state the change.

The Council currently has a large number of Interested Parties. Council members had a brief discussion about the number of Interested Parties, how and who limits the total number, how to accommodate the number of conference call lines needed, and how to distribute the information discussed.

Individuals from the Program or Site Offices that want to be added to the Interested Party list should be recommended by a Council member and that member should forward their request to

Colette Broussard (Colette.broussard@hq.doe.gov) and Bob Blyth (BlythRL@ID.doe.gov) including the name, date, phone number and e-mail address of the interested party.

The Council discussed allowing contractors to participate as Interested Parties. FE and EE have limited staff and if the Federal representatives from these organizations are not available, then these offices have no representation. It was decided that since Interested Parties are non-voting members of the Council, having contractors participate in monthly conference calls would also be acceptable. It will be the responsibility of any contractor participating on behalf of the Federal member to take the information discussed back to the Federal Council member for any action necessary.

HS-1 Approval

The charter, once finalized, will be issued by HS-1. The memorandum has been drafted and it will be sent to the Deputy Secretary with copies to the Under Secretaries, all Departmental Elements. Comments have been received from Andy Lawrence, Bob Toro, and Kriss Grisham.

Action Item: Gary Staffo made note that there is a new individual acting as EE-1. HE will forward the individual's name to Colette Broussard for the memorandum.

Member Bios:

Interested parties do not need to submit a bio, only Council members. If Council members have not submitted a bio, please do so to Colette.

Tasking Process Document (TPD):

Any questions on developing a TPD should be forwarded to Bob Blythe.

Interfaces and POCs:

The Council discussed who would be the Point-of-Contacts (POCs) for other organizations.

<u>Organizations</u>	<u>POC</u>
Standards Development Organizations (ISO, ASME, ANSI, IAEA, etc.)	Duli Agarwal
DNFSB	Sonya Barnette
Technical Standards Program (Topical Committees)	TBD
EM Quality Assurance Corporate Board	Pat Carier/Al Hawkins (back-up)
National Academy Science (NAS)/Building Research	Gary Staffo

Advisory Board (BRAB)/Federal Construction
Council (FCC)
Office of Independent Oversight (HS-60)
Office of Enforcement (HS-40)
EM/NE/SC Software QA Support Group
Energy Facility Contractors Group (EFCOG)

TBD
TBD
Bob Blythe
Colette Broussard

DOE Order 414 Update

Crosswalks

The 414 Team is working with the ISM Team to develop the “meshing” language to allow for each Directive (ISM and 414) to reference to the other one, creating an integrated management system effect.

The ISM Team drafted an Order from the ISM manual language so it can be comparable to 414 in terms of structure and language. This will provide a venue to “mesh” 414 and 450 at the same level. The draft Order is being reviewed to identify those areas to incorporate the “meshing” language.

If Council members would like to contribute to this effort of developing the “meshing” language, they should work through the ISM Team members or the 414 Team members.

Action Item: Colette Broussard will email the Council members the names of the members of the 414 Team.

Action Item: Sonya Barnette will develop a Tasking Process Document (TPD) for integrating QA and ISM.

Any comments or suggestions can be forwarded to Colette Broussard or to a member of the 414 Team.

Working Group Topics

1. DOE IG Audit Results – The audit deals with safety systems and material controls. Once the final report is issued and the findings are known, a working group can be formed to determine if there are any issues with policies, guidance or directives. This topic should be put on hold until the final report is issued.

2. EFCOG paper on NQA-1 Part II applicability and how to apply the requirements. NNSA plans to develop guidance to implement the requirements in NQA-1 Part II.

Action Item: Sam Johnson and Thanh Tan Van Ober will develop a Tasking Process Document (TPD) for looking at the application of NQA-1 Part II requirements.

3. EM Corporate Board is looking at 2 other topics that may be potential topics for the Council and they include: (1) consistency in the application of a graded approach (e.g., consistent definitions and examples of successful application) and (2) consistent application of commercial grade item and services dedication implementation and nuclear services.

Next Conference Call

The next Council conference call will be November 20, 2008 from 11:00 am – 12:30 pm.

Potential items for the next call include:

- Issuance of Charter
- Interfaces and POCs
- Status of 414
- Review TPD's that have been developed since last meeting/conference call:
 - Form Working Group/select chair (process)
 - Approve TPD's (process)